

CITY OF SAN LEANDRO
LIBRARY-HISTORICAL COMMISSION
TUESDAY, APRIL 21, 2015 – 7:00 P.M.
REGULAR MEETING
SAN LEANDRO PUBLIC LIBRARY - TRUSTEES ROOM

Before roll call, Chair Heystek welcomed new Commissioner Stevenson. She asked the Commissioners to introduce themselves to her and they did so.

PRESENT: Chair J. Heystek, Commissioners P. Gee, A. Lum, C. Rinaldi, M. Siu, M. Stevenson, Library Director T. Mallon, Support Services Manager B. Sherwood and Recorder T. Treskin.

ABSENT: None.

GUESTS: None.

APPROVAL OF AGENDA: It was MSC (Lum/Rinaldi) to approve the April 21, 2015 agenda.

APPROVAL OF MINUTES: It was MSC (Lum/Rinaldi) to approve the minutes of the March 17, 2015 meeting.

PUBLIC COMMENTS: None.

ACTIVITY REPORTS

- A. **Library Usage.** Commissioner Rinaldi noted the Mulford-Marina Branch attendance is still low. Director Mallon said temporary staff were previously filling in at the smaller branches. We now have a full-time person assigned, so the counts will be done regularly now. Commissioner Stevenson asked how the attendance is counted. Ms. Mallon said we have gate counters at Main and Manor. The number of meeting room attendees is estimated based on the reservation applications. Digital gate counters have been purchased and will be installed at Main and all branches. Commissioner Gee asked if there is information available on a yearly basis in addition to the monthly figures. Ms. Mallon said we review library attendance internally. For example, we compare the summer month activity reports to previous years. Commissioner Siu suggested creating a line graph to indicate ups and downs in attendance.
Circulation: Noted.

CORRESPONDENCE: None.

REPORT OF THE SECRETARY:

Casa Peralta Project. Ms. Mallon reported that the Community Development Department is working with UC graduate students and professors to plan and install artistic lighting along the pedestrian walkway from BART to the downtown plaza. This is still in the proposal stage—she will provide updates as more information becomes available.

General Plan Update. Ms. Mallon reminded the Commissioners that Tom Liao of the Community Development Department and consultant Barry Miller gave a presentation on the General Plan Update process at our February meeting. Ms. Mallon distributed a flyer about an upcoming community meeting on April 30. She said the general plan affects housing, schools and also libraries which are of interest to our Commission.

Discover at the Library Day. We're planning this event for Saturday, September 19—we'll be hosting various short (10 to 20 minute) presentations to the community on a variety of subjects. This will be an opportunity to introduce the library to the public. Commissioner Lum asked if the presentations are from the arts or from businesses. Ms. Mallon said both. The Commissioners briefly discussed ideas for presentations and demonstrations.

Furniture and Carpeting. Chair Heystek asked about the scheduling of the purchase of new chairs and carpeting. Ms. Mallon said the new fiscal year starts July 1--the carpeting project is on the Engineering Department's Capital Improvement Program (CIP) list. Other expenditures will be considered as well. Flyers for non-Library events. Chair Heystek asked if flyers from outside groups can be displayed in the library. Ms. Mallon said our space is very limited. There are so many groups using our facilities on a daily basis it would be difficult to manage all the paperwork and to make choices about who is allowed to display flyers. We need to limit flyers to City of San Leandro events and library events. We've been considering an upgrade to the lobby screen that displays both library and non-library sponsored events. Bookmark Café. Chair Heystek said she knows families who would like to patronize the Café but the items for sale are not healthy. She requested that more healthy items be stocked, such as fresh fruit or packaged items that don't contain sugar. Ms. Mallon said we're not able to offer fresh produce because of spoilage and waste. We'll consider stocking healthier, non-perishable packaged items.

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

REPORT OF CHAIR:

Chair Heystek reported this is the first year she's finished reading the Big Read book selection. She also attended a discussion group hosted by Commissioner Gee, and she's looking forward to attending the finale. She again welcomed new Commissioner Stevenson to the Commission.

COMMISSIONER COMMENTS:

Commissioner Stevenson said she read the information in her Commissioner binder. She asked questions about the rules of procedure. Regarding the special meeting notification, she asked if the communication is also done by email. Ms. Mallon said yes. Commissioner Stevenson said there was a recent election of officers but the rules indicate elections are held in July. Ms. Mallon said the timing of the Commission elections are aligned with City Council elections—elections are held at the end of the year for terms starting in January. Commissioner Stevenson asked a question about the wording of the quorum requirements for voting. Ms. Mallon said we will check with the City Clerk about this wording.

Commissioner Siu explained to new Commissioner Stevenson his role in TAG, the library's Teen Advisory Group. He also reviewed for the Commissioners upcoming events the group has planned: monthly TAG buddies activities such as making Mother's Day cards; a bonding event for new TAG members; preparations for the Summer Reading Programs; plans for the end of summer teen party; break dancing instruction; hosting the Geek Squad again; and craft activities. Their group will assist with making superhero capes for the younger participants in the Summer Reading Program. The theme is "Every Hero Has a Story." Also, TAG advisor Librarian Loryn Aman has started a short fiction writing class for teens. Commissioner Siu reported he is doing a Leadership Exchange Program in China for two weeks this summer, and he is raising funds for his plane fare and tuition.

ADJOURNMENT:

It was MSC (Rinaldi/Lum) to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Theresa Mallon
Library Director

Terry Treskin
Recorder